



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Management Analyst III
Posting Number	PN# 103827
Department	Houston Airport System
Division	Finance
Section	Various *
Reporting Location	16930 John F. Kennedy Blvd. *
Workdays & Hours	Varied, normally M – F *
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Develops, organizes, implements, monitors and controls specific operating and financial activities and procedures. Compiles statistical information in compliance with City ordinance, contract terms, and Airport Operating Instructions. Compiles and interprets statistical and graphical data related to departmental operations and performance. Reconciles trips made and coordinates billing with centralized accounts receivable section. Coordinates special projects, including planning, research, presentations and evaluations. Coordinates and reviews departmental operations and procedures. Assists in preparation of the annual budget which includes financial goals and objectives. Coordinates, trains, and monitors activities of section assigned. Compiles and interprets statistical and graphical data. Schedules employees and monitors overtime activities. Performs other duties and special projects as requested.

WORKING CONDITIONS

Performing these duties will involve standing; the ability to deal with people in tense situations who may become confrontational; visually observe and differentiate details and colors; walking long distances, standing and sitting for extended periods of time; operating city vehicles; able to lift up to twenty (20) pounds and work as a member of a team; attending to details amid distractions; analyze abstract information; adjust to interruptions and changes; work at a computer terminal for extended periods of time. Must be willing and available to work all shifts, including rotations, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor’s degree in Public Administration, Business Administration, Finance or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Four (4) years of professional experience in accounting, budget analysis, public administration, or a closely related field.

MINIMUM LICENSE REQUIREMENTS

Valid Class C, Texas driver’s license and compliance with city’s policy on driving (AP 2-2).

PREFERENCES

Strong computer skills with working proficiency in spreadsheets, database and word processing software, preferably Microsoft Office. Strong organizational skills, ability to analyze management problems and procedures, organize work and communicate effectively in written and oral form. Ability to interact professionally with customers, employees, and personnel from other city departments.

SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 21	
\$1,436.00 - \$1,660.00 Biweekly	\$37,336.00 - \$43,160.00 Annually

OPENING DATE

MARCH 30, 2005

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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